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1 February 2011

Guidelines for Public Presentations by Current Employees and Contractors

- 1. Do** submit all manuscripts, notes, outlines, or preparatory material to the Publications Review Board (PRB) for prepublication review. Per Agency regulation and your signed secrecy or nondisclosure agreement, you are required to submit any written, oral, electronic, or other material intended for publication or presentation that mentions CIA, intelligence data or activities, or material on any subject about which you had access to classified information in the course of your employment or other contact with the Agency (before it is communicated to, or shared with, others). Where there is no prepared text (the action is extemporaneous), at a minimum, you are required to submit a summary or outline of the anticipated topics you may discuss or points you expect to make. If you know of any specific questions beforehand, you must provide these questions along with your anticipated answers.
- 2. Do** submit a Form 879 (Outside Activity Approval Request) to the Office of Security if you have staff-like access and the activity is "nonofficial" (personal). Submission of this form is not required if the activity is "official" (work-directed).
- 3. Do not** take a position that differs from official U.S. foreign or national security policy.
- 4. Do not** confirm or deny allegations of intelligence activities.
- 5. Do not** discuss cases involving the CIA that are currently in litigation or under investigation.
- 6. Do not** reveal any classified information to include intelligence sources or methods.
- 7. Do not** reveal CIA employment figures or budget statistics.
- 8. Do not** reveal the location of CIA facilities other than Headquarters.
- 9. Do not** discuss defector cases.
- 10. Do not** discuss CIA liaison activities or the existence of specific liaison relationships with other intelligence services.
- 11. Do not** discuss controversial events in the CIA's history.
- 12. Do not** reveal any CIA organizational component below the equivalent of a National Clandestine Service (NCS) division.
- 13. Do not** discuss details of the CIA's organization beyond what is outlined on the Agency's website at www.cia.gov.

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